

DEPARTMENT OF THE ARMY
U.S. Army Engineer District, Rock Island
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CENCR-IM
Memorandum
No. 25-1-2

01 April 96

Information Management

ACQUIRING FEDERAL INFORMATION
PROCESSING (FIP) RESOURCES

1. Purpose. This memorandum establishes policy and implements procedures for acquiring FIP resources within the Corps of Engineers, North Central, Rock Island (CENCR).
2. Applicability. This memorandum is applicable to all offices within CENCR.
3. References.
 - a. Federal Information Resources Management Regulation (FIRMR), 41 CFR Chapter 201, 1990 Edition.
 - b. Memorandum, CEPR-P, 31 Aug 95, PARC Instruction 95-12
 - c. Memorandum, Office of the Secretary of Army, Director of Information Systems for Command, Control, Communications, and Computer, 9 Aug 95, Delegation of Authority to Contract for Federal Information Processing (FIP) Resources.
 - d. Memorandum, CEIM/CEPR, 25 Apr 95, Acquisition of Federal Information Processing (FIP) Resources.
4. The background for the administration of this policy is contained in Appendix A.
5. Policies and procedures for acquisition of FIP resources are contained in Appendix B.
6. A sample format for preparation of a Requirements Analysis is contained in Appendix C.

This memorandum supersedes CENCR Memo 25-1-2, dated 26 Oct 92.

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7. A sample format for preparation of an Analysis of Alternatives is contained in Appendix D.

FOR THE COMMANDER:

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LARRY E. JONES

Executive Assistant

APPENDICES:

A Background

B Policies and Procedures for Acquisition

C Requirements Analysis Format

D Analysis of Alternatives Format

DISTRIBUTION:

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Appendix A

Background

1. Federal statutory law grants the General Services Administration (GSA) exclusive procurement authority for FIP resources. FIRMR Bulletin A-1, January 31, 1991, outlines FIP applicability. GSA delegates FIP procurement authority to the Designated Senior Official (DSO) of the U.S. Army Information Systems Selection and Acquisition Agency (ISSAA). In accordance with the Paperwork Reduction Act, the DSO has delegated authority down to all U.S. Army Contracting Officers to contract for FIP resources. The delegation of procurement authority (DPA) thresholds are as follows:

FIP Resource Acquisition Thresholds

	Competitive Procurement	Non- Competitive Procurement
GSA	>\$100M	>\$100M
ISSAA		
Equipment, Software, Services, and Support Services	\$100M	\$100M
U. S. ARMY CONTRACTING OFFICERS		
Equipment, Software, Services, and Support Services	\$ 30M	\$ 3M

The ISSAA and U. S. Army Contracting Officer's thresholds represent the aggregate cost of FIP resources (equipment, software, services, and support services) per requirement. If the combined cost of any combination of these categories exceeds the threshold, a higher level procurement authority is required. An Agency Procurement Request, with appropriate regulatory documents (Requirements Analysis, Analysis of Alternatives, etc.) will be forwarded through HQUSACE to ISSAA for approval and issuance of a specific acquisition DPA. GSA delegates unlimited procurement authority for FIP related supplies.

2. A brief definition of FIP resources is any equipment or interconnected system or subsystems of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. Also included under the FIP resources umbrella is any maintenance, software, supplies, services and support services utilized or operating in conjunction with FIP equipment. See the reference in Para 3-a (Bulletin A-1, Attachment A) for more elaborate definitions and examples.

Appendix B
Policies and Procedures for Acquisition

1. Requesting organization/official will insure that:

a. Architectural Engineering (AE) and Construction contracts are reviewed by an appointed FIP/FIRMR Subject Matter Expert for FIRMR applicability. The findings of this review should be documented on CENCR Form 69. If the FIRMR applies, the procedures outlined in Appendix B for preparing FIP documentation should be followed. CENCR Form 69 should be routed through the District's Information Management Office, (CENCR-IM), and Office of Counsel, (CENCR-OC) offices to Contracting Division, (CENCR-CT), as shown on the form, along with all related documentation (requisition, specifications, requirements analysis, analysis of alternatives, etc.).

b. For all other FIP requests, a written memorandum (either hardcopy or electronic mail) through the requesting Division/ Separate Office Chief to CENCR-IM with an attached Requirements Analysis (RA) and Analysis of Alternatives (AA). The information within these documents should be prepared using the following guidance, and be commensurate with the size and complexity of the requisition. Requests which do not follow this format or lack sufficient information/justification will be returned to the requesting organization.

(1) The memorandum should contain a brief description of your request, point of contact and phone extension of someone familiar with the resource being requested along with a 15-digit charge number and 2-digit org code you wish used to acquire the resources.

(2) The Requirements Analysis should be prepared in the format shown in Appendix C. Each factor must be appropriately addressed. Document those which are not applicable as such (N/A).

(3) The Analysis of Alternatives should be prepared in the format shown in Appendix D. Each factor must be appropriately addressed. Document those which are not applicable as such (N/A).

2. IM will initiate procurement through the preparation of a Purchase Request and Commitment (DA Form 3953), or use of a Blanket Purchase Agreement (BPA), along with issuing a Certification Letter to the Contracting Officer, after the following procedures have been followed:

a. Review the FIP documentation (RA and AA) for content to insure satisfaction of regulatory requirements, technical feasibility and accuracy, and consistency with USACE Information Architectures.

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b. Review the request to determine conformance with the overall Information Mission Area Modernization Plan (IMP) requirements statement.

c. Review the request for appropriate accounting classification and/or determination if Plant Replacement and Improvement Program (PRIP) funds are required and the availability of those funds.

d. Submit an out-of cycle request for IMP and/or PRIP when required.

e. Insure that all automated information systems follow the Life Cycle Management procedures outlined in AR 25-3 and ER 25-1-2.

3. The Contracting Officer will:

a. Monitor all requests for FIP resources.

b. Insure that the purchase requisition is complete with:

(1) A requirements statement number (when required).

(2) A Requirements Analysis and Analysis of Alternatives.

(3) A Certification Letter from the Chief, Information Management.

(4) The amount of the request does not exceed the Contracting Officer's DPA.

4. Office of Counsel will:

a. Determine if the acquisition is subject to the FIP procurement requirements.

b. Assist requesting organization/official in the determination of FIRMR applicability.

c. Coordinate with IM for approval/recommendations of FIP resources contained in contract specifications or concur that the contracts are not subject to FIP procurement requirements.

Appendix C
Requirements Analysis Format

REQUIREMENTS ANALYSIS
In Accordance with
FIRMR 201-20-1
and AR 25-1

INFORMATION NEEDS

Describe the information needs associated with this requirement. For instance:

- * Is there a need to provide information to and/or obtain information from within the district, higher authority, the public, other agencies, etc. which is not being met?
- * Is there a need to validate, maintain or improve the accuracy or reliability of existing information/data?
- * Is there a need to provide information/data in a specific format, media, quality or at a specific location, speed, security level, etc?

SYSTEM LIFE

Estimate the useful system life of this resource.

DESCRIPTION OF REQUIREMENTS

Base your requirements on mission needs expressed in the form of opportunities for increased efficiency, new or changed program requirements, or deficiencies in existing capabilities. Describe the functions to be performed and performance to be achieved. Requirements should be stated in a manner that will attain full and open competition whenever possible. Cover any quantitative or qualitative requirements which must be met and why.

This is also the place to put a specific description of what you feel would meet these requirements (i.e. 486 Micro w/16MB RAM, 200MB Hard Drive, etc.).

COMPATIBILITY-LIMITED REQUIREMENTS

Justify any issues of compatibility-limited requirements that are associated with your requirement on one of the following basis:

- * In order to avoid compatibility-limited requirements, you would have to replace additional resources above and beyond that which is really necessary resulting in non-advantageous consequences for the Government.

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* The risk and impact of a conversion failure on critical mission needs would be so great that acquiring non-compatible resources is not a feasible alternative.

JUSTIFICATION FOR SPECIFIC MAKE AND MODEL

Justify your request for a specific make and/or model.

SECURITY REQUIREMENTS

Identify any security or privacy requirements associated with this request.

ACCESSIBILITY REQUIREMENTS FOR INDIVIDUALS WITH DISABILITIES

Describe the circumstances surrounding the availability of these resources to individuals with disabilities.

SPACE AND ENVIRONMENTAL REQUIREMENTS

Describe any space or environmental issues relevant in meeting this requirement.

WORKLOAD AND RELATED REQUIREMENTS

Document projected workload requirements and capabilities related to this request. Will growth and expandability be required of the resources? Are there processing, storage, data entry or communication requirements that must be met?

RECORDS MANAGEMENT REQUIREMENTS

This section will be applicable primarily to systems dedicated to the storage of electronic records (i.e. optical disk systems). Factors might include retention and disposition requirements, Privacy Act requirements, etc.

ENERGY EFFICIENCY REQUIREMENTS

This section is applicable only to requests for personal computers, monitors, and printers. If applicable, the following statement should appear:

"As directed by Executive Order 12845, equipment must meet all Energy Star standards."

Appendix D
Analysis of Alternatives Format

ANALYSIS OF ALTERNATIVES
In Accordance with
FIRMR 201-20-2
and AR 25-1

CONSIDERATION OF ALTERNATIVES (FIRMR 201-20.203-1)

MARKET RESEARCH

Document what type of market research has been done to determine the availability of technology to meet your requirements and assisted in identifying feasible alternatives. Research could be done through various forms such as vendor and industry contacts, peer group meetings, or published materials. More formal methods such as a Request for Information (RFI) or release of draft specifications or functional requirements to industry can also be used. These formal methods are performed through publication in the Commerce Business Daily (CBD).

USE OF GSA MANDATORY-FOR-USE PROGRAMS

Analyze and document your consideration of GSA's mandatory-for-use programs. The answer to this over 99% of the time is going to be "N/A". One of these programs which must be utilized is FTS 2000. FTS 2000 is used for all of our intercity telecommunication services (voice, data and video).

USE OF GSA MANDATORY-FOR-CONSIDERATION PROGRAMS

The most popular program under this is GSA's Excess Equipment Program. CENCR-IM has access to and reviews the equipment list periodically but rarely finds anything that is of any use to the District.

Answer this as "N/A". Exceptions to this will be determined by CENCR-IM.

REUSE OF LOCAL AVAILABLE FIP RESOURCES

In most cases there are no resources available for reuse within the District that will meet the expanding needs of functional offices. If by chance there happens to be something, we will contact your organization upon receiving your request.

Assuming additional hardware/software/services will be procured, the following statement should appear:

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"There are no FIP resources available within the District for reuse that will meet this requirement."

SHARING OF EXISTING FIP RESOURCES

Discuss your decision/findings after consideration of sharing existing FIP resources that may be available within the District.

ACQUISITION OF NEW/ADDITIONAL FIP RESOURCES BY CONTRACTING

Discuss the option of acquiring new/additional FIP resources to meet your requirement. You may have several different alternatives under here such as direct purchase of hardware/software, leasing, upgrading existing resources or perhaps using commercial services when appropriate to get your end product. When applicable, this could also be approached by comparing a variety of brands or manufacturers.

COST FOR EACH ALTERNATIVE (FIRMR 201-20.203-2)

When the anticipated cost of the acquisition is \$50,000.00 or less, this requirement can be met by appropriately documenting the benefits of the acquisition and how these results will outweigh the costs.

For procurements over \$50,000.00 you must calculate and document the total estimated cost for each feasible alternative. The total estimated cost includes not only the actual procurement but any other costs incurred either before or after the system life period such as conversion costs, personnel, supplies, maintenance, etc. Non-cost factors (i.e. availability, reliability, maintainability, expandability, flexibility, security, personnel impacts, user acceptance, financial risks, technical risks, schedule risks, etc.) are just as important as cost analysis and should be considered. Finally, your analysis should contain a selection of the most advantageous alternative and the basis upon which you made it.